

JTA Change Request Tool

User Guide – Author Period

General Information

How do I access the JTA Change Request Tool?

Go to: <http://jta-crtool.net>

NOTE: This User Guide will progress sequentially from the top to the bottom entries shown on the menu page left side.

Should you experience any **problems** with the Tool System at the outset (or in any portion of the Tool), go back to the Change Request Tool menu page and click on the Download a Software Trouble Report (STR) link directly under “Problems With The System?” Fill out the STR and save it as you would save any Word document. Then e-mail the completed form to the JTA Secretariat at JTA@www.disa.mil.

How do I log on to the JTA Change Request Tool?

As a new user, you’ll have to register the first time. Click on the New User? Link and follow the listed instructions. Make sure that you fill out *all* the required fields. E-mail this completed form to the JTA Secretariat at JTA@www.disa.mil.

Please NOTE: Each username has only one organization. If you need to enter Change Requests for more than one organization, you will need to request another username.

What about Password specifics?

Initially—for System Administration start-up purposes only—you are assigned a password; however, you are encouraged to *change* it at your earliest convenience. Your Password must be at least seven (7) characters and contain characters from *each* of the following four (4) character types:

Description	Examples
English uppercase letters	A, B, C, ... Z
English lowercase letters	a, b, c, ... z
Westernized Arabic numerals	0, 1, 2, ... 9
Non-alphanumeric “special characters” such as punctuation symbols	! @ # \$ % ^ & * () _ + - =

How do I change my password?

On the Tool's menu page left side, under "Utilities," click on **Change Password**.

Enter your *current* (about to become obsolete) password. Enter your new password, then enter your new password a second time—for confirmation. Click on the **Change** button. (Passwords not meeting **all** of the above requirements will not be accepted by the system.) Your new password must, of course, be used to log on in the future.

What if I forget my password?

On the Tool's *log-on page*, click on the Forgot Your Password? link and follow the listed instructions. Should you enter your password incorrectly four times in a row (*time independent*), you'll have to e-mail the JTA Secretariat, who will then e-mail you back your new "starter" password, (which, once again, you can modify).

Author Period

As an Author during the Author Period, what privileges do I have?

Authors can **Read, Add, Modify, and Delete** their own Change Requests.

How do I find the JTA Change Requests authored by me in order to review them, post new ones, add to, delete, or otherwise modify them?

Log in. Under the words "Change Request" are five selections:

- **Display by JTA Paragraph #** – All of the current Change Requests authored by you—the logged-on person—are listed in ascending order of paragraphs. Use the down-arrow key to scroll to your Change Request or click-and-drag down on the right-side scroll bar for quicker locating.
- **Display Selected CR** – Your fastest, most direct route may be to click on this option, scroll down the complete list of all Change Requests, and click on, to highlight, the one you want to view. Next, click on the **Display** button below. You can also select multiple CRs to view. To do this, select one of the CRs, then, by holding down your CTRL key, select any other CR you would like to display. Then proceed by selecting **Display** button below the list.
- **Add New** – Upon clicking this option, follow the instructions listed in this window. Should you type a "wrong" (non-existing) JTA paragraph number, the Tool will let you know, and you must re-enter a valid JTA paragraph number. Then click on the **Go** button. The screen that follows requires that you fill in *both* the "Change" and "Rationale" text boxes. (If you do not, the Tool will let you know once you click on the **Save** button.). **When you have finished, always be sure to click on the **Save** button**, otherwise your Change Request will not be saved.

If you are unsure of the correct JTA Paragraph Number against which you are submitting a Change Request, click on the **JTA Table of Contents** button on the left side. When the Table of Contents appears, scroll or drag to find the subject-matter header you are seeking, which shows the corresponding JTA Paragraph Number in the left column.

If you have a Change Request that applies throughout the entire JTA document, type “General” (not case-sensitive) in the “JTA Paragraph Number” window and click on the **Go** button.

If you want to recommend adding a *new* paragraph *number*, use the JTA Paragraph Number that immediately precedes what will be your new paragraph. An example would be: you would like to add a new paragraph numbered 1.15. You would enter paragraph number 1.14. In the description of change, you add the note that you are recommending that a new paragraph be added.

- **Modify** – Upon clicking this option, you’ll see a list—by *JTA Paragraph* Numbers—of *all* the Change Requests submitted by the author, i.e., the person logged on, affecting each JTA paragraph. Highlight (by clicking on) the one of your choice, then click on the **Modify** button. (If you don’t click a particular paragraph number, the Tool will let you know once you click **Modify**.) When you have finished modifying your Change Request, make sure that *both* the “Change” and “Rationale” text boxes contain information—again, a requirement—then **be sure to click on the Save button**.
- **Delete** – Upon clicking this button, you’ll see a list—by *Organization numbers*—of your Change Requests. Be sure you mean to delete the numbered Change Request you are about to delete and that it matches the Change Request title in the list. Keep in mind; once you’ve deleted it, it’s irretrievable. The tool will remind you: “Are you sure you want to delete?”

How can I download Change Requests to into a word processor?

Just below the menu page’s left-side word “Instructions,” click on the **Download to File** icon. Follow the instructions given there. Note that the procedure is different for Netscape and Internet Explorer.

You will have a file containing all the Change Requests you displayed. You can edit this file with Microsoft Word or any other word processor.

How do I upload my word-processed inputs into the CR Tool?

Just cut them from the word processor and paste them into the Change Requests.

How do I print Change Requests?

On the menu page's left side, click on the **Printing** button. Read the information there. To display the Change Request you want to print, go to the Tool's menu page and click on the **Display Selected CR** button on the left side.

Remember: you will need to set up your browser printer if you want to print any top- and bottom-of-page 'headers/footers, page numbers, dates, etc., if you are compiling more than a page's worth of information.

How do I access the list of JTA Subgroup leaders?

On the menu page's left side, click on the **Subgroup Leaders** button (just under the word "References"). You will see a complete list containing, left-to-right: JTA section and Exploder E-mail Addresses. This list is updated when necessary.

How do I access the list of current Component Representatives?

On the menu page's left side, click on the **Organizations** button (under the "References" section).

You will see a complete list, containing, left-to-right: Organizations and E-mail addresses (the latter: links) from the JTA Home Page.

How do I access the JTA Table of Contents?

On the menu page's left side, click on the **JTA Table of Contents** button (the third item under the "References" section).

You will see a complete list containing, left-to-right: Section (Paragraph Number); Description (Title of Paragraph); and Starting Page.

How do I log off from the CR Tool?

On the menu page's left side, under "Utilities," click on the **Log off** button. You must **be sure to always log off** after you have completed your entries and before exiting the tool. Simply closing your browser *will not* log you off the system and you won't be able to log back on until the system times you out (about 30 minutes). Your screen will then indicate that the log-off procedure has occurred, and you may exit the JTA Change Request Tool site.

As a Component Representative or Reviewer, what Change Request privileges am I allowed within the JTA document during the Author cycle?

During the Author cycle, a Component Representative can log on and then Read, Add, Modify, or Delete his/her own Change Requests, i.e., any Change Requests that he/she—the Component Representative—has authored. A Component Representative can also read-only all of his/her own organization's Change Requests during the Author cycle. A Component Representative *cannot* change his/her own organization's *other authors'* Change Requests during the Author cycle. (See Table 1, below.)

Table 1: Overview of All User Privileges

Functional Period Person	Generation Period	Representative Period	Subgroup Recommendation Period	JTADG (Secretariat) Period
	Modify, and Delete <u>your own</u> CRs	<u>organization's</u> CRs and make notes only to your CRs	Read all CRs; Add <i>Notes</i> for consideration	Read all CRs
Representative	Read, Add, Modify, Delete <u>your own</u> CRs. View organization's CRs	Read, Add, Delete <u>your organization's</u> CRs	Read all CRs; Add <i>Notes</i> for consideration	Read all CRs
Component Reviewer	Read, Add, Modify, Delete <u>your own</u> CRs. View organization's CRs	CompRep Reviewer can add <i>Notes</i> to <u>his/her organization's</u> CRs	Read all CRs; Add <i>Notes</i> for consideration	Read all CRs
Subgroup Leader	N/A	N/A	Read all CRs; Add <i>Notes</i> and <i>Subgroup Recommendation</i>	Read all CRs
Secretariat Meeting	N/A	N/A	N/A	Read, Add, CRs and add <i>DG Recommendations</i> (including revisions and rationale)

Table 1 above, summarizes the privileges for each person during the JTA update cycle.

As a Subgroup Leader, what Change Request privileges am I allowed during the Author period?

Subgroup Leaders have the same privileges as an Author during the Author Period.